

CHARTER FOR PROGRAM REVIEW COMMITTEE PROCESS CIVIL ENGINEER EDUCATION AND TRAINING PROGRAMS

Background

The Civil Engineer community conducts a variety of education and training programs at several locations. The Civil Engineer and Services School (CESS) at Wright-Patterson AFB provides professional continuing education; the 366th Training Squadron at Sheppard AFB and the 312th Training Squadron (DoD Fire School) at Goodfellow AFB provide technical training; the Air University College for Professional Development (AU/CPD) conducts the Air Force On-Scene Commanders' (AFOSC) course at Maxwell AFB; the Air Force Institute of Technology (AFIT) conducts graduate education programs both in residence and at civilian institutions; and the Air Force Personnel Center Careers Program, Randolph AFB provides initial and upgrade education for interns and civilian engineers. These programs are Air Force-funded and provide CE military and civilian personnel the education and training necessary to effectively accomplish the mission. Additionally, the CESS offers various environmental courses for individuals with environmental roles and responsibilities regardless of their functional area. Environmental training for individuals with environmental roles and responsibilities is also conducted by the USAF School of Aerospace Medicine Department of Bioenvironmental Engineering (USAFSAM/BE). USAFSAM courses are also reviewed by the PRC. Air Education and Training Command (AETC) relies on the functional Career Field Managers to determine education and training requirements.

The CE education and training review process is a three-tier process which provides an in-depth evaluation of the education and training needs of the engineer and environmental communities. The first element of the first tier, Education Working Groups (EWGs), provide a detailed look at individual CESS courses and the AFOSC course. The second element of the first tier, Utilization and Training Workshops, provide an in-depth evaluation of training provided by the 366 TRS, 312 TRS, and USAFSAM/BE. The second tier consists of the Education and Training Review Committees (ETRCs). The ETRCs evaluate respective programs and their ability to meet the needs of the CE career field, and take their formal recommendations to the Program Review Committee (PRC). The third and top tier in the review process is the PRC. The PRC provides general oversight for the entire education and training program and directs actions affecting the plans and programs for the respective schools and the graduate education program. The CE education and training process is shown at Figure 1.

Other processes exist outside of the CE mainstream to review and certify courses suitable for CE career field development. The Inter-Service Environmental Education Review Board (ISEERB) reviews environmental courses offered by schools in each DoD Component and other government agencies (e.g. EPA). "ISEERB Approved" courses are suitable for more than one component and provide a cost-effective alternative for subjects not provided by Air Force schools. The CE Career Program Intern Panel (CPIP) reviews courses offered by other Services and government agencies (e.g. Corps of Engineers) to determine if they are appropriate for CE career development. ETRC Subcommittee Chairs must determine which ISEERB and CPIP approved courses are relevant to the interests of their committee and provide feedback to the PRC.

Education Working Groups and Utilization and Training Workshops

Purpose

Determine CE education and training requirements:

- Evaluates adequacy, currency, and applicability of existing courses to their target audiences.
- Evaluates individual courses and recommends course content, topic sequencing, and target audience.
- Recommends development of new courses.
- Reviews and approves the Career Field Education and Training Plans (CFETPs) including establishing the training requirements in the Specialty Training Standard (STS), the task proficiency levels and identifying core tasks.

Structure/Membership

- CESS course directors chair CESS EWGs. EWG members are functional area experts identified by MAJCOMs/FOAs or by the CESS. If necessary, CESS may identify experts from outside the Air Force to serve on the EWGs (e.g., EPA personnel).
- AFCESA/CEOT chairs U&TWs. Membership consists of subject matter experts from each MAJCOM and AETC training managers.
- AFCESA/CEXR chairs the AFOSC EWG. Membership consists of the AFOSC course director (AU/CPD) and representatives from AF/ILEXR, AFCESA/CEX/CEOT and Det 7, 366 TRS (CE Readiness School).

Deliverables

- EWGs/U&TWs recommend the development of additional courses as necessary to address changing needs of target audiences. Additionally, they make recommendations for modifications to existing courses.
- EWGs/U&TWs recommend changes to education and training programs.
- EWGs/U&TWs develop specific changes to individual courses, including changes to course topics/contents, topic sequencing, and target audiences.
- U&TWs approve the CFETPs including required STS tasks taught in the apprentice courses, Career Development Courses (CDCs), and the 7-level skill awarding courses; task proficiency levels; and core tasks.

Responsibilities

- CESS convenes EWGs at least every two years or as required due to changes in policy, technology, organization, etc.
- AFCESA/CEOT convenes U&TWs as required by the Career Field Manager, with a maximum of at least every four years, based on changes in policy, technology, organization, etc.
- AFCESA/CEXR convenes AFOSC EWG as required due to changes in policy, technology, organization, etc.

- CESS and AU/CPD respond to the EWG recommendations for changes to existing courses. 366 TRS and 312 TRS and USAFSAM/BE respond to U&TWs recommendations for changes to existing courses.
- USAFSAM/BE hosts U&TWs every two years or as required to maintain course relevance/currency

Education and Training Review Committees

Purpose

Forward recommendations to the PRC for program scope changes requiring additional resources and for course priorities as recommended by the Training, Engineering and Environmental Committees. Some specific items include:

- Review AFIT graduate education curriculum and civilian institute programs
- Review EWGs and UT&Ws program scope change recommendations
- Review applicability of school programs in meeting CE career field needs
- Review and report on courses available through the ISEERB and CE Careers Program
- Verify that environmental courses offered by CESS and USAFSAM/BE meet training needs.

Structure

The ETRC structure consists of four committees: Engineering, Environmental, Graduate Education, and Training. The committee chairpersons, listed below under “membership,” will schedule committee meetings no later than 120 days and no earlier than 90 days prior to the PRC. The committee chairperson should arrange to have their meetings on separate dates to permit overlapping membership. HQ USAF/ILEX is designated as the POC for coordinating meeting dates and PRC briefings. The structure of the ETRC is shown at Figure 2.

Deliverables

- Course additions, modifications, and deletions. (Course additions or course modifications requiring additional resources require PRC approval.)
- Course priorities (Training, Engineering and Environmental course priorities require PRC approval.)
- Program scope changes (Changes requiring additional resources require PRC approval.)
- Provide a listing of courses outside the mainstream such as ISEERB and CE Careers Program
- Graduate education review

Responsibilities

- Committee Chairpersons establish dates, convene and direct their committee meetings; send out call letters to MAJCOMs, FOA representatives, and AU/CPD; and appoint other technical advisors as required.
- AFIT/CE hosts the Engineering and Environmental Committees.
- 366 TRS/CC and 312 TRS/CC alternate hosting the Training Committee.

Membership

- HQ USAF/ILE-2 - Graduate Education
- HQ USAF/ILEV – Environmental
- HQ USAF/ILEP – Engineering
- HQ AFCESA/CEO -Training

Each committee consists of a representative from each MAJCOM to include 11WG, USAFA, and an AFPC CE Career Program representative within their field of technical expertise. Additionally, the committee chairperson may request technical advisors attend the committee meetings.

- **Advisors**
 - AFIT/CE/ENV
 - 366 TRS/CC
 - 312 TRS/CC
 - HQ USAF/ILEXO (Training/PCE/Graduate Education Program Manager)
 - HQ USAF/ILEVV (Env. Educ. & Training Program Manager)
 - HQ USAF/ILEM (Chief Enlisted Matters)
 - HQ AFCESA/CEOT (Enlisted Career Field Manager)
 - AFCEE Representative
 - AFIT/LG Representative
 - USAF/JA Representative
 - USAFSAM/BE Representative (School of Aerospace Medicine)
 - AU/CPD Representative
 - Other expertise as required

Program Review Committee

Purpose

Decision making body responsible for providing general oversight to the CE education and training programs. Additionally, the PRC is the approving authority for recommended Training, Engineering and Environmental course priorities and for all program changes requiring increases in resources. Provides guidance and direction for the CESS, 366 TRS, 312 TRS, AU/CPD and AFIT graduate education programs to meet the professional continuing education, technical training, and graduate education needs of the career field.

Structure

The PRC is chaired by AF/ILE and composed of the MAJCOM CEs.

Deliverables

- The PRC directs the execution of the education and training plans for CESS, 366 TRS, 312 TRS, the AFOSC course, and the graduate education program.

Responsibilities

- HQ USAF/ILEX hosts the PRC, alternating locations between AFIT and the 366 TRS. In addition, HQ USAF/ILEX functions as the executive secretary, consolidating the committee reports into the PRC briefing, producing the minutes and tracking the action items resulting from the committee meeting.
- ETRC Committee Chairs report on the state of education and training and present the recommendations of the respective committees to the PRC. Each chair provides their PRC briefing and committee meeting minutes to HQ USAF/ILEX for consolidation and distribution no later than 60 days prior to the PRC.
- HQ USAF/ILE provides the guidance and direction to CESS, AU/CPD, 366 TRS, 312 TRS, and AFIT graduate education to execute the educational and training programs.

Membership

- AF/ILE (Chair)
- AF/ILEX (Executive Secretary)
- MAJCOM/CEs
- AFCESA/CC
- AFCEE/CC
- AFPC CE Career Programs Representative
- USAFSAM/BE
- **Advisors**
 - AFIT/CE
 - 366 TRS/CC
 - 312 TRS/CC
 - HQ USAF/ILEM
 - HQ AFCESA/CEOT (Enlisted Career Field Manager)
 - Other advisors as appointed by HQ USAF/ILE

AIR FORCE CIVIL ENGINEER EDUCATION AND TRAINING PROCESS

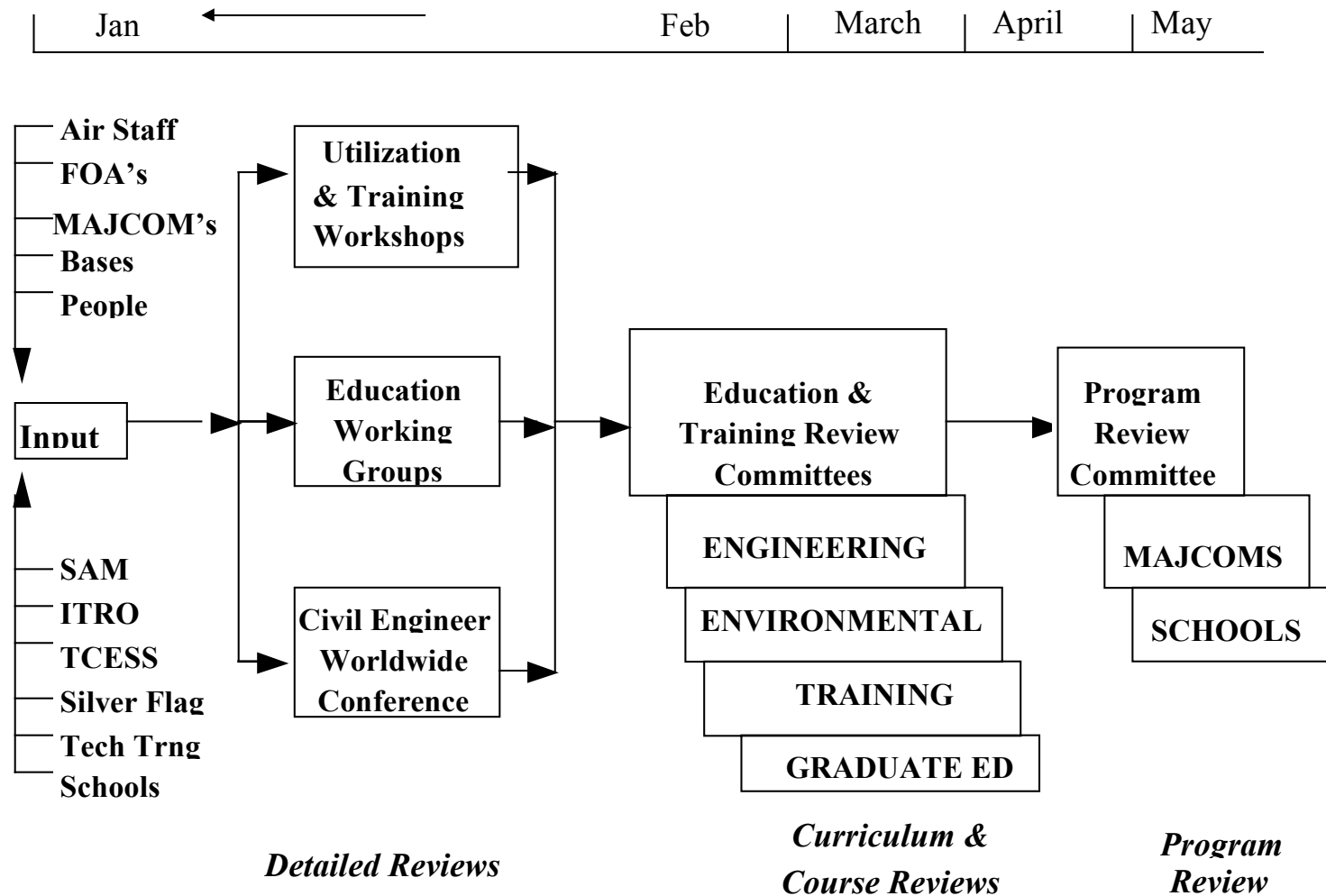


Figure 1

Education & Training Review Committee Structure

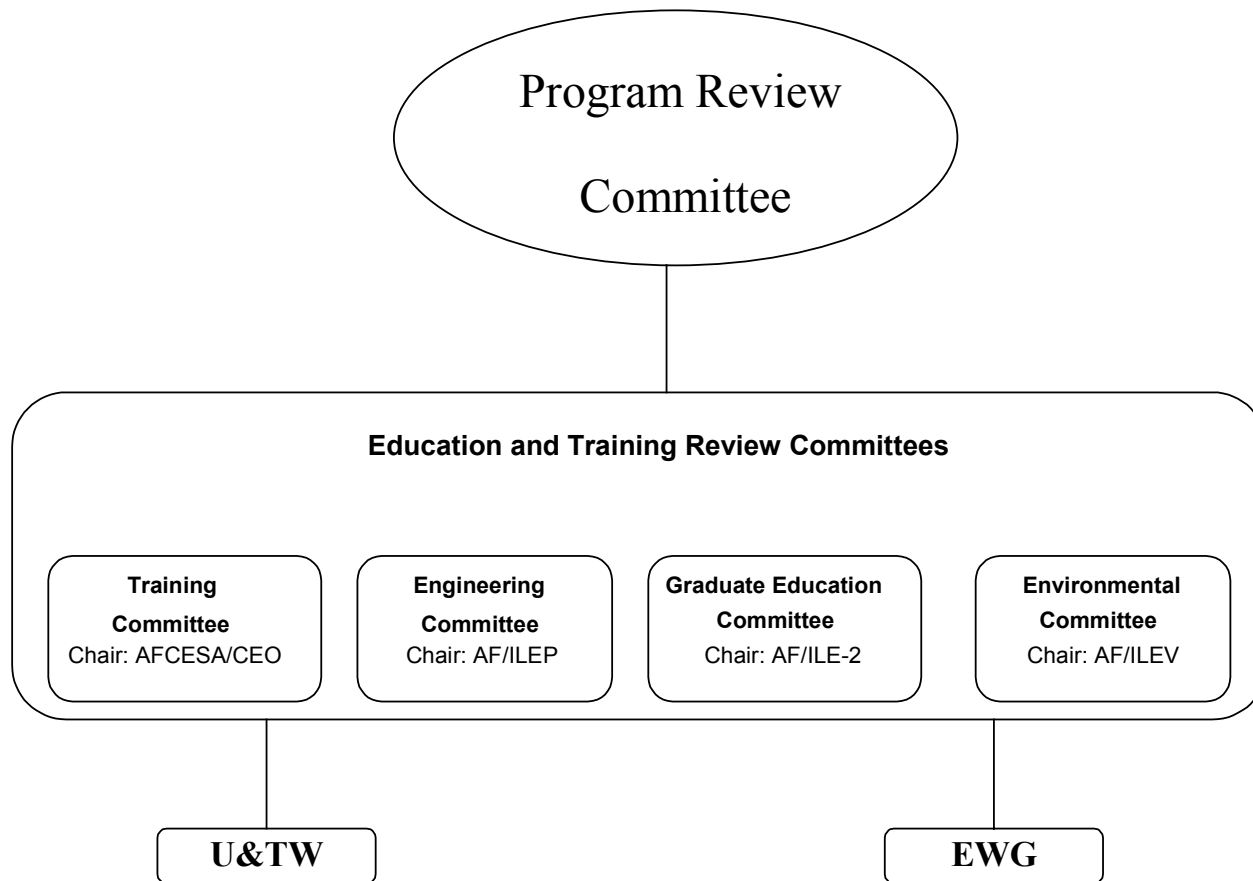


Figure 2